



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

DEPUTY DISTRICT ATTORNEY IV
DEPUTY DISTRICT ATTORNEY V

Class No. 003926
Class No. 003925

■ CLASSIFICATION PURPOSE

To prosecute a variety of criminal and/or civil cases that involve substantial public interest or complex legal principles; to manage, direct, and oversee the work of attorneys in a major function, section, or division of the department; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

All positions in this series are allocated only to the Office of the District Attorney.

Deputy District Attorney IV:

This is the first supervisory class of the series. Under direction, a Deputy District Attorney IV performs the most complex and difficult legal work and is responsible for supervising, directing and overseeing the work of a major legal section or several teams of deputies.

Deputy District Attorney V:

This is the highest class of the series. Under direction, a Deputy District Attorney V is a manager, responsible for several legal sections or a division, and for handling the most difficult and sensitive criminal and/or legal work. This class differs from the next higher class, Chief Deputy District Attorney, in that the latter is an appointed position in the Unclassified Service, acts as a principal assistant to the District Attorney, and is responsible for managing the legal work of all divisions within the department.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Deputy District Attorney IV and V

Essential Functions:

1. Plans, directs, manages, and coordinates the activities of a legal section(s) or division.
2. Assigns, reviews, and evaluates the work of subordinate deputies and support staff.
3. Formulates and implements policies and procedures.
4. Advises and counsels subordinate deputies in matters of law and trial strategies.
5. Approves the issuance of criminal complaints.
6. Assigns cases for trial and authorizes case disposition.
7. Prepares and prosecutes the most difficult and sensitive criminal cases including murder, conspiracy, sexual assault, and fraud.
8. Advises law enforcement officers and complainants in matters of law, legal procedures, and criminal proceedings.
9. Advises the Grand Jury on criminal matters.
10. Interviews complainants and witnesses to obtain case information.
11. Conducts legal research.
12. Reviews and evaluates evidence.

13. Prepares and files briefs, motions, orders, pleadings, complaints, and other legal documents.
14. Represents the County on civil and criminal actions in family support cases (failure to provide) to obtain child, spousal, or medical support and enforce family support orders.
15. Directs or supervises investigations, including alleged frauds.
16. Prepares correspondence and reports.
17. Represents the District Attorney before civic groups and other parties regarding the District Attorney's functions and organization.
18. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to both classes:

- Federal and California criminal statutory and case law.
- San Diego Municipal and Superior Court procedures.
- San Diego District Attorney departmental policies.
- Criminal and civil law principles and procedures and their application.
- Current issues in criminal and/or civil law and justice.
- Rules of Evidence.
- Principles and techniques of legal research.
- Principles and techniques of supervision and training.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

The following apply to all classes:

- Plan, direct, manage, and coordinate the work and activities of a legal section(s) or division.
- Assign, review, and evaluate the work of subordinate attorneys.
- Advocate a wide range of criminal and/or civil cases in jury trials.
- Analyze and apply legal principles and practices.
- Prepare, organize, and prosecute criminal and civil cases that involve a high degree of public sensitivity and complex legal procedures.
- Interview witnesses and complainants.
- Prepare motions, orders, pleadings, and other legal documents.
- Present statements of fact, law, and argument clearly and logically, orally and in writing.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Deputy District Attorney IV:

1. Two (2) years of experience as a Deputy District Attorney III in the County of San Diego, or at an equivalent level with another California county or city, handling: a) serious felony or civil cases, or b) child support enforcement cases; OR,
2. Five (5) years of experience as an attorney at an equivalent level in the practice of: a) criminal and/or civil law, or b) practicing family law.

Deputy District Attorney V:

1. Two (2) years of experience as a Deputy Attorney IV in the County of San Diego, or at an equivalent level with another California county or city, handling: a) serious felony or civil cases, or b) child support enforcement cases; OR,
2. Seven (7) years of experience as an attorney at an equivalent level in the practice of: a) criminal and/or civil law, or b) practicing family law.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

Incumbents must be active members in good standing with the State Bar of California.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in both classes shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

Revised: June 9, 1997

Reviewed: April 2004

Deputy District Attorney IV (Class No. 003926)
Deputy District Attorney V (Class No. 003925)

Union Code: DA
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